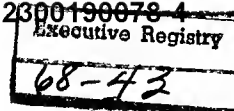


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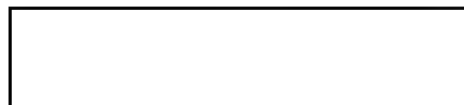
DD/S 68-0020

03 JAN 1968

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Clerical Brochure

Attached is the final draft of the clerical brochure which incorporates the several suggestions you had made on an earlier draft. Please let me have any comments or changes you suggest so that we can go to print as soon as possible.



R. L. Bannerman
Deputy Director
for Support

Att.

Personnel 15
DD/S 68-0020

03 JAN 1968

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SIGNED R. L. Bannerman
R. L. Bannerman
Deputy Director
for Support

Att.

DD/S:RLB:ksd (3 Jan 68)

Distribution:

Orig - Adse w/att

1 - ER

1 - DD/S Subject


1 - DD/S Chrono

RLB -

Again I come into the picture late and therefore lack the benefit of earlier chapters on this brochure. But reading it for the first time made me wonder if the first part isn't too far up for clerical applicants - if it doesn't give an erroneous impression of the significant part these new clerical candidates will play. Other than

that impression, I believe
this is excellent.

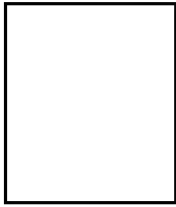
JWC
JWC

NOTE FOR: Mr. Bannerman via Mr. 

This final proof of the new clerical brochure looks fine to me. It incorporates marginal notes made by Colonel White on the previous version, which was sent to us by the Office of Personnel on 4 October 1967.

I am ^{assured} ~~sure~~ that this brochure has been reviewed by the Recruitment Advertising Committee and that it is in the final stages of approval prior to publication. If it meets with your approval, you may wish to show it once again to Colonel White and the DCI if deemed necessary. You will note that changes due to the new pay bill have also been noted for the printer.

Recommend your approval.



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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:		EXTENSION		NO.
Executive Officer, OP 5E-56 Headquarters				DATE 29 December 1967
TO: (Officer designation, room number, and building)		DATE		COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
		RECEIVED	FORWARDED	
1.	Mr. [] 7D-18 Headquarters		20 rec (67)	<p>Attached is a final proof of our proposed new clerical brochure.</p> <p>You will notice that the proof readers picked up a couple of errors and that we, ourselves, have made a change on the paper-clipped page under qualifications.</p> <p>It is my understanding that the brochure has been fully coordinated but I have a nagging recollection that Mr. Bannerman wanted personally to review the final layout. Would you check this out for us, please.</p> <div style="text-align: center;"> <div style="border: 1px solid black; width: 150px; height: 40px; margin: 0 auto;"></div> <p>Executive Officer Office of Personnel</p> </div> <p>Att.</p>
2.	[]			
3.	[]			
4.	DD/S			
5.				
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15.				

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Next 2 Page(s) In Document Exempt

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	Assistant Deputy Director for Support 7D24 HQ				
2					
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	

Remarks:

Per Mr. [] telecon with [] we have deleted reference to the President in the brochure.

We have held pending Congressional action on the pay bill. Since nothing has really happened yet, suggest this go "as is" and if a pay bill is enacted before printing, we will change accordingly.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

Director of Personnel 5E56 []

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